Xerox WorkCentre 5632 Quick Use Guide

BLUE VALLEY SCHOOLS

Education Beyond Expectations

xerox

WC5632/38/45/55: Logon

Network Accounting:

To access machine features:

1. Enter your User ID to access copy features, then select [Enter]
    (User ID = Blue Valley ID minus the leading zeros)

2. The Account ID = default Clicks Quick Key based on the copier's location.
    You will only need to enter your Account ID when using a machine in another building.

    NOTE: You can use the touchscreen and/or keypad o enter your information

3. Complete your job.

4. To Log Off:
    Press [Access] on the control panel.
    Select [Logout] on the Touch Screen.

Network Authentication (required for scanning services):

To access scanning features:

1. Enter network user ID and select [Enter]

2. Enter password and select [Enter]

3. To Log Off:

*   Press [Access] on the control panel.
*   Select [Logout] on the Touch Screen.

Getting Started

Control Panel Overview

Features

Displays the job features on the screen.

Job Status

Displays job progress information.

Machine Status

Displays the current status of the machine.

Power Saver Indicator

Indicates when the machine is in Power Saver Mode.

Asterisk

Use to start a DTMF (Dual Tone Multi-frequency) operation.

Dial Pause

Enters a pause in a telephone number when transmitting a fax.

Touch Screen

Displays and selects all the available programming features, plus fault clearance procedures and general machine information.

? Help

Accesses additional information.

Language

Changes text to an alternative language.

Access

Accesses *Tools*, used to adjust the defaults of the machine.

AC Clear All

Resets all the features to their default settings.

Interrupt

Temporarily stops the current job to allow a priority job to be run.

Pause

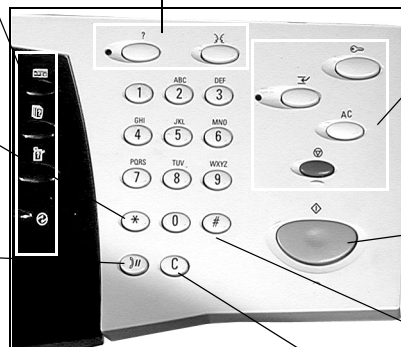Temporarily stops the current job.

Start

Starts the job.

 # Hash

Indicates the dialing character or designates a group dial number. Also used when entering a password.
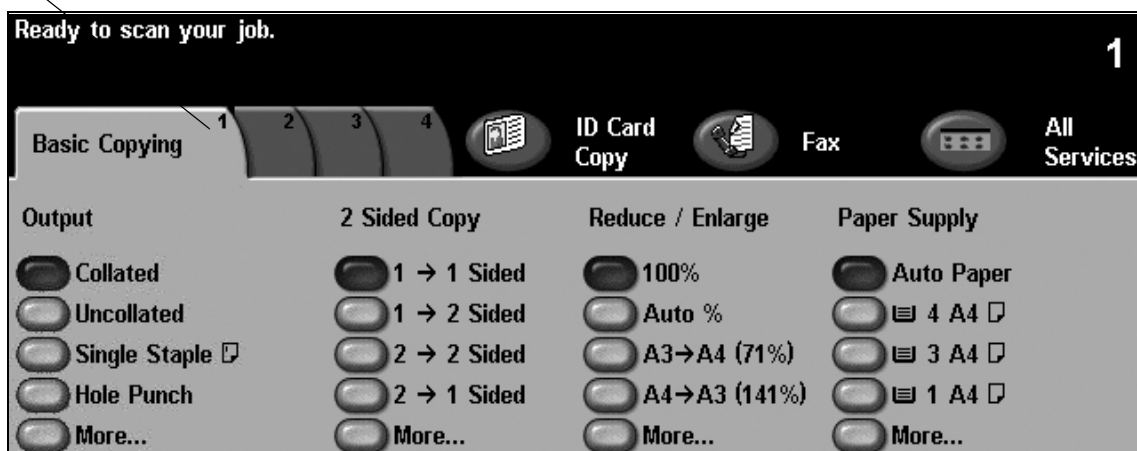
C Clear

Deletes numeric values or the last digit entered.

Ready to scan your job.   1

Basic Copying   1   2   3   4   ID Card Copy   Fax   All Services

| Output	2 Sided Copy	Reduce / Enlarge	Paper Supply
Collated	1 → 1 Sided	100%	Auto Paper
Uncollated	1 → 2 Sided	Auto %	4 A4
Single Staple	2 → 2 Sided	A3→A4 (71%)	3 A4
Hole Punch	2 → 1 Sided	A4→A3 (141%)	1 A4
More...	More...	More...	More...

Power On or Off

1

To power ON:

➢ Press the **[Power]** switch. The entire powering on process (to power on all installed options) takes less than 165 seconds.
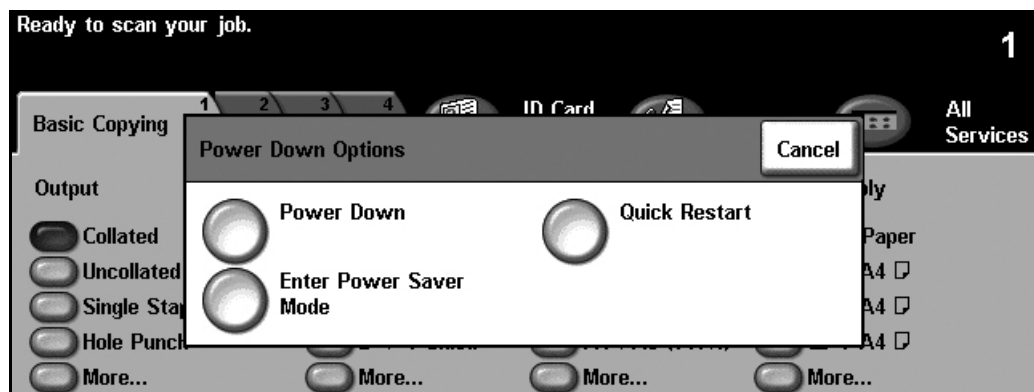
NOTE: *Certain functions of the machine e.g. copying and scanning will be available before others.*
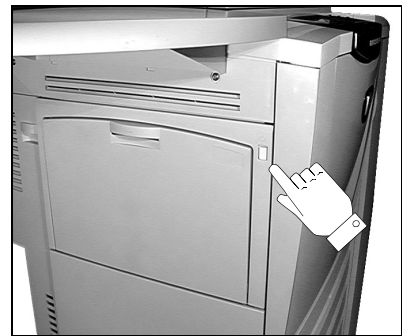
2

To power OFF:

➢ Press the **[Power]** switch. A confirmation screen will appear requesting a power down option.

3

➢ If **[Power Down]** is selected the *Power Down Confirmation* screen displays a warning that data may be lost if the machine is powered down.

NOTE: *Confirmation of this screen will result in the deletion of any jobs currently in the queue.*

➢ Touch the **[Confirm]** button to power off the machine.

NOTE: *The machine remains on for approximately 45 seconds before the power is terminated.*

➢ If **[Enter Power Saver Mode]** is selected, the machine will immediately enter the *Power Saver Mode* appropriate to its configuration. If there are any jobs in the queue, a second pop-up screen displays.

NOTE: *To re-activate the machine when in this mode, touch a button on the Touch Screen or control panel.*

➢ If **[Quick Restart]** is selected and confirmed the machine will restart. A pop-up screen will appear warning that any jobs in the queue will be deleted.

NOTE: *Any copy jobs in the queue will be deleted, print jobs in the queue are recovered.*

➢ If **[Cancel]** is selected the power down options will be canceled and the machine will be available for use.

Loading Paper

1

> ➢ Open the required paper tray.

NOTE: *Paper trays 1 and 2 are fully adjustable for all stock sizes between A5 and A3 (5.5"x8.5" and 11"x17"). Paper trays 3 and 4 are dedicated paper trays which can be adjusted to hold either A4 or 8.5" x 11" long edge feed paper only.*

2

> ➢ Load paper. Paper must not be loaded above the fill line.
> ➢ Close the tray.

NOTE: *For paper trays 1 and 2, ensure the guides are just touching the paper, otherwise the size automatically detected may be incorrect.*
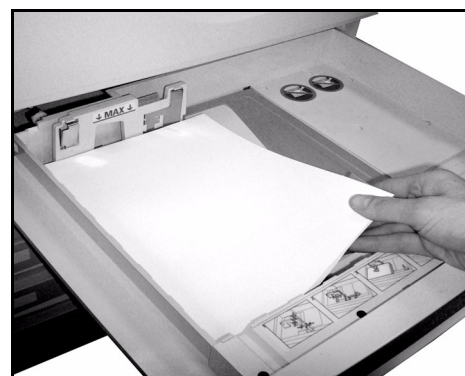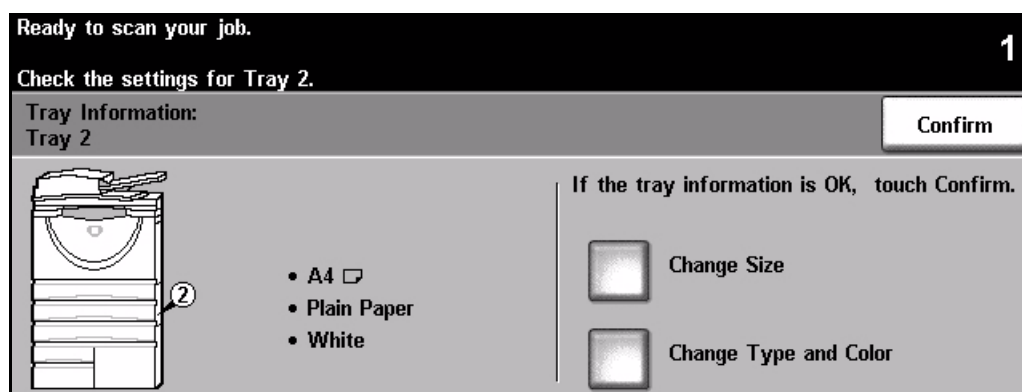
3

> ➢ Select **[Confirm]** OR select **[Change Size]** and/or **[Change Type and Colour]** to reprogramme the tray if the paper size, type or colour has changed.

NOTE: *Ensure the Size, Type and Colour are all correct. For standard copy paper the following should apply:*
***Size** - A4*
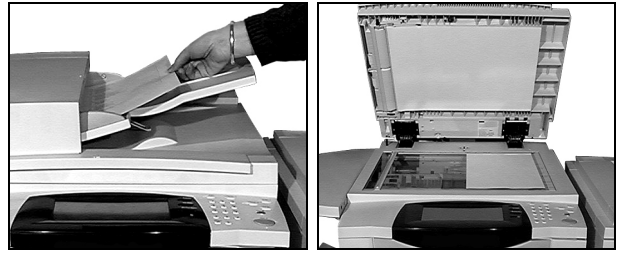***Type** - Plain paper*
***Colour** - White*

NOTE: *Some machine configurations do not support envelope printing, please refer to the Product Overview chapter for more information.*
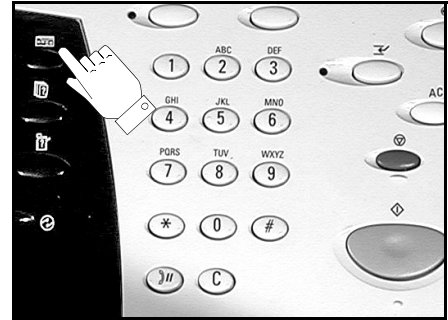
Making Copies

1
➤ Load the documents either in the document handler or on the document glass.

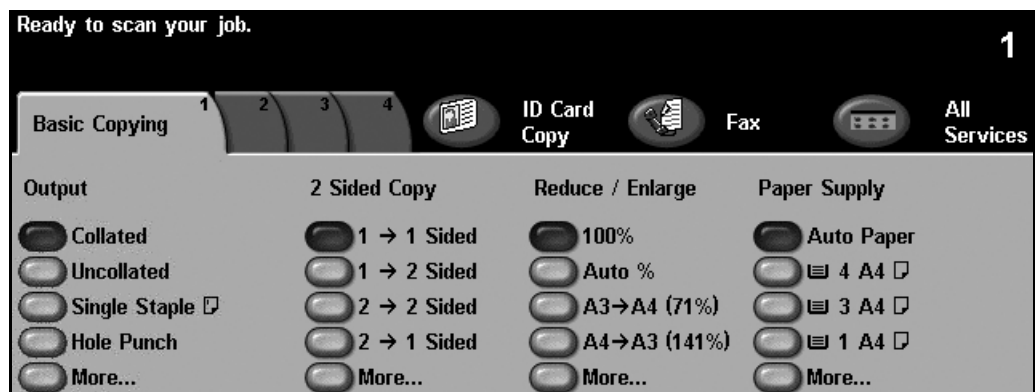**NOTE:** *Documents are only scanned once.*

2
➤ Access the *Basic Copy* screen - if necessary select the **[Features]** button on the control panel.

3
➤ Select the required features on the *Touch Screen*.
➤ Select the number of copies required.
➤ Press **[Start]**.

Ready to scan your job.   1

Basic Copying 1 2 3 4	ID Card Copy	Fax	All Services

Output	2 Sided Copy	Reduce / Enlarge	Paper Supply
Collated	1 → 1 Sided	100%	Auto Paper
Uncollated	1 → 2 Sided	Auto %	4 A4
Single Staple	2 → 2 Sided	A3→A4 (71%)	3 A4
Hole Punch	2 → 1 Sided	A4→A3 (141%)	1 A4
More...	More...	More...	More...

Copy features include...

- *Producing stapled or hole punched sets, if there is a finisher available*

- *Auto Reduce/Enlarge*

- *Adding printed or blank separators into transparency sets*

- *Adding printed or blank covers*

- *Inserting printed or blank sheets or tabs*

- *Erasing edges and borders*

- *Storing the programming for frequently run jobs*

- *Image Quality adjustment*

- *Copying mixed size originals*

- *Arranging multiple images on a page*

- *Adding Annotations*

- *Image Shift*

- *Build Job to apply different programming within a set of documents*
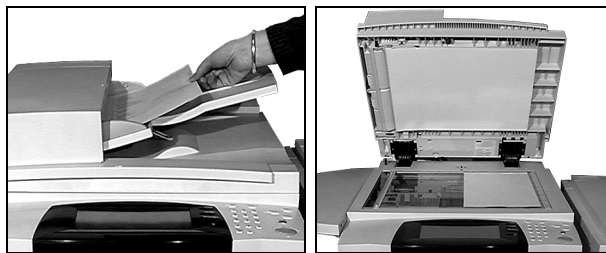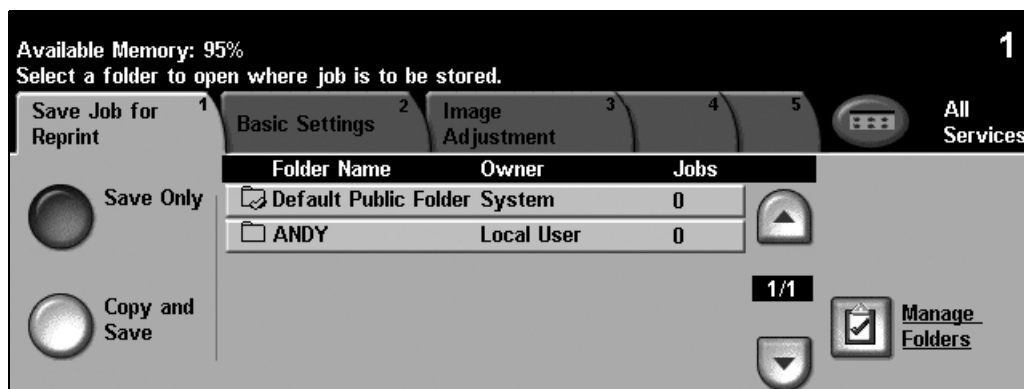
- *Creating booklets*

Saving for Reprint

1
> Load the documents either in the document handler or on the document glass.

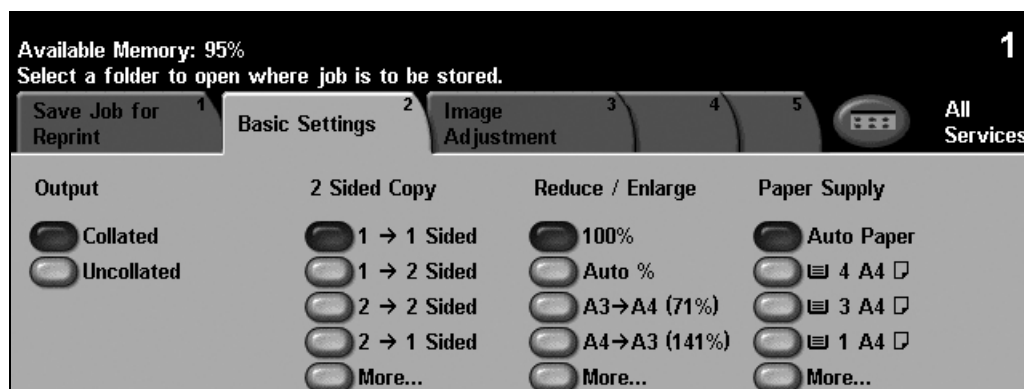> **NOTE:** *Documents are only scanned once.*

2
> Access the *Save Job for Reprint* screen - if necessary select the **[Features]** button on the control panel.

```
Available Memory: 95%                                                    1
Select a folder to open where job is to be stored.

Save Job for      1    Basic Settings    2    Image           3      4      5        All
Reprint                                       Adjustment                            Services

                        Folder Name          Owner          Jobs
       Save Only        Default Public Folder  System         0
                        ANDY                 Local User       0

                                                                     1/1
       Copy and                                                            Manage
       Save                                                                Folders
```

3
> Select the required option. Select **[Save Only]** if you want to store your document without printing. Select **[Copy and Save]** if you want to print a copy and store your document.

> Select the folder where you want to store your document.

> Select the required features on the *Touch Screen*.

> Press **[Start]**.

```
Available Memory: 95%                                                    1
Select a folder to open where job is to be stored.

Save Job for      1    Basic Settings    2    Image           3      4      5        All
Reprint                                       Adjustment                            Services

Output                 2 Sided Copy          Reduce / Enlarge      Paper Supply
   Collated               1 → 1 Sided           100%                 Auto Paper
   Uncollated             1 → 2 Sided           Auto %               4 A4
                          2 → 2 Sided           A3→A4 (71%)          3 A4
                          2 → 1 Sided           A4→A3 (141%)         1 A4
                          More...               More...              More...
```

Reprinting Saved Jobs

1 ➢ Access the *Reprint Jobs* screen - if necessary select the **[Features]** button on the control panel.
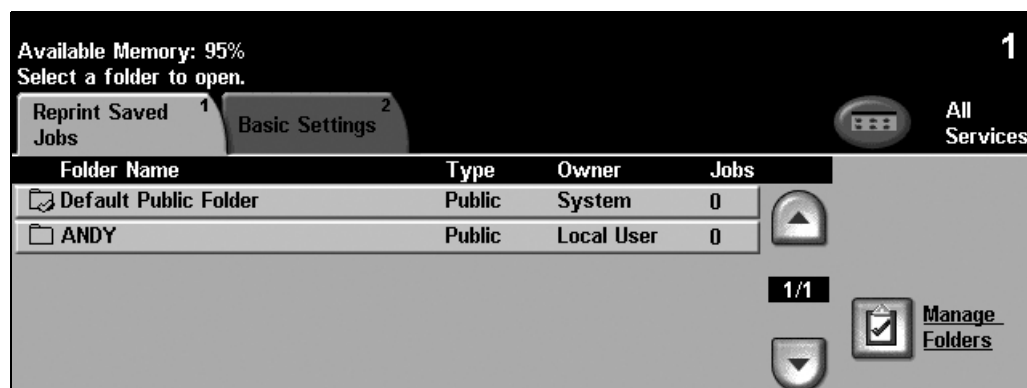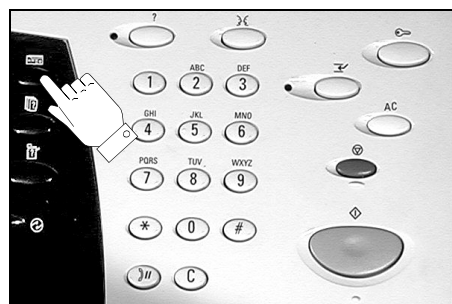
2 ➢ Select the folder where you stored your document.
➢ Select the document from the list.
➢ Select the required features on the *Touch Screen*.
➢ Select the required option:
  • Select **[Print]** if you want to print and then delete your document.
  • Select **[Print and Save]** if you want to print and then save changes to your document settings.
  • Select **[Save]** to save changes to your document settings.
➢ Press **[Start]**.
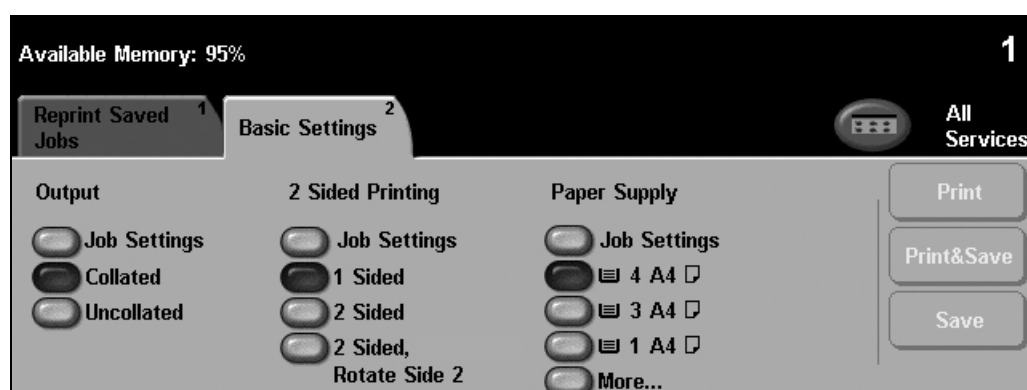
Sending an Embedded Fax

Embedded Fax is an optional walk up fax feature on your machine. If the *Basic Fax* screen matches that displayed in step 2 then *Embedded Fax* is enabled. Refer to the *System Administration CD (CD1)* for more information.

NOTE: *Both Embedded and Server Fax can be installed on the WorkCentre at the same time, however only one service can be enabled for use.*

1
- ➢ Load the documents either in the document handler or on the document glass.

  NOTE: *Documents are only scanned once.*
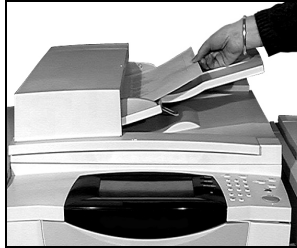
2
- ➢ Select **[Fax]**.

  NOTE: *You may need to select [All Services] first to access the fax option.*
- ➢ Enter the telephone number.
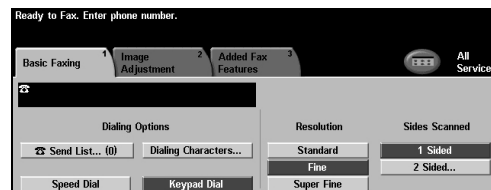
3
- ➢ Select the required features on the *Touch Screen*.
- ➢ Press **[Start]**.
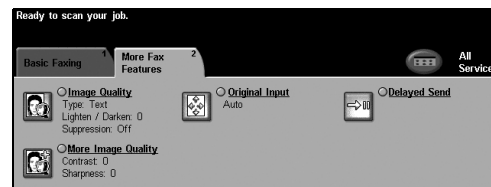
Fax features include...
- ➢ Adjusting the Resolution
- ➢ Faxing double sided originals
- ➢ Programming the size of the originals being scanned
- ➢ Image Quality adjustment
- ➢ Delaying the start time of a fax
- ➢ Adding a Cover Letter
- ➢ Sending to more than one recipient
- ➢ Mailbox storage and polling to and from your machine
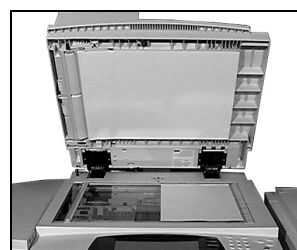- ➢ Setting the transmission speed

Scanning a Document to a File

Refer to the *System Administration CD (CD1)* for more information on *Network Scanning*.

1
- Load the documents either in the document handler or on the document glass.
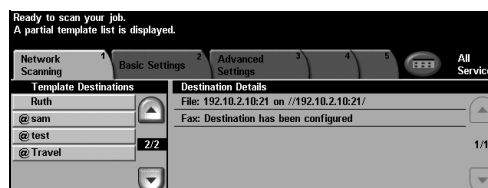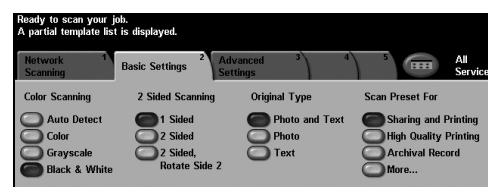
NOTE: *Documents are only scanned once.*

2
- Select **[Network Scanning]**.

NOTE: *You may need to select [All Services] first to access the Network Scanning option.*

3
- Select the template required.
- Select the required features on the *Touch Screen*.
- Press **[Start]**.
- On completion access your job at your workstation.

Network Scanning features include...
- Adjusting the image output requirements
- Adjusting the Resolution
- Scanning double sided originals
- Programming the size of the originals being scanned
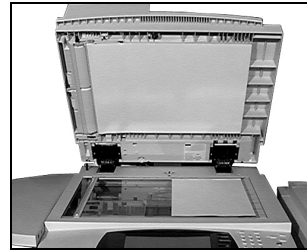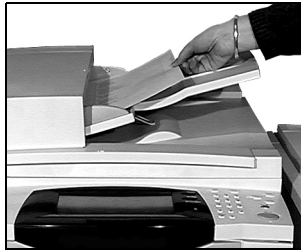- Changing the destination for the scanned image

Sending an E-mail

Refer to the *System Administration CD (CD1)* for more information on the *E-mail* feature.

1
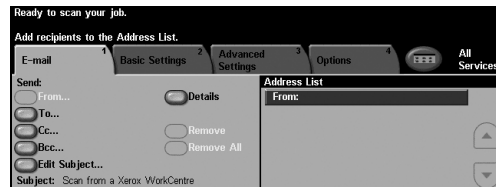- ➢ Load the documents either in the document handler or on the document glass.

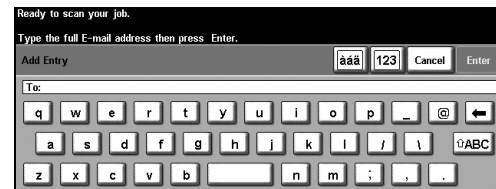 **NOTE:** *Documents are only scanned once.*

2
- ➢ Select **[E-mail]**.

  NOTE: *You may need to select [All Services] first to access the e-mail option.*

3
- ➢ Select **[To]**, enter the recipient e-mail details and select **[Enter]**.
- ➢ Select **[Edit Subject]**, enter a subject and select **[Save]**.
- ➢ Select the required features on the *Touch Screen*.
- ➢ Press **[Start]**.

E-mail features include...

- ➢ Setting up a Public or Internal Address Book
- ➢ Adjusting the Resolution
- ➢ Scanning double sided originals
- ➢ Programming the size of the originals being scanned
- ➢ Image Quality adjustment

Printing from a PC

If your machine is connected to a network, documents can be printed directly from your PC using the *CentreWare Print Driver* supplied. The *Print Driver* must be loaded on each PC which uses the machine for printing.
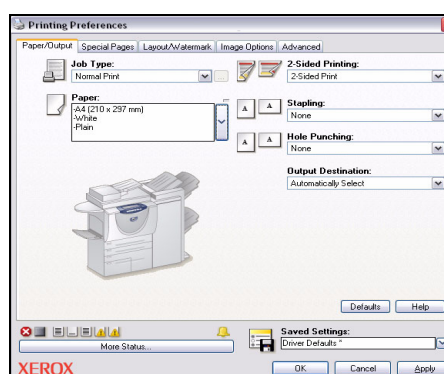
1

➢ Select **[Print]** in your application.
➢ Select your machine as the printer.

2
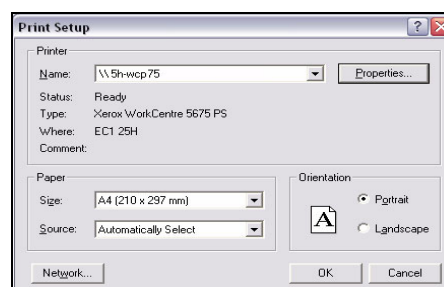
➢ Select **[Properties]**, make your selections and click **[OK]**.
➢ Click **[OK]** to print your document.

NOTE: *Instructions may vary depending on the application being used.*

Print features include...

➢ Printing 1 or 2 sided
➢ Producing stapled or hole punched sets, if available
➢ Changing the printing Resolution
➢ Adding a Banner Sheet
➢ Adding a front cover
➢ Adjusting the Image Quality
➢ Adding a Watermark
➢ Reprint Saved Jobs

Sending a LAN Fax

Refer to the *System Administration CD (CD1)* for more information on the *LAN Fax* feature.

1
- ➢ Select **[Print]** in your application.
- ➢ Select your machine as the printer.
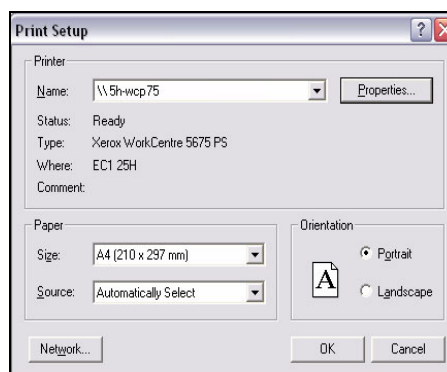
2
- ➢ Select **[Properties].**
- ➢ Select **[Job Type]** and then **[Fax]** from the pull down menu.
- ➢ Enter the recipient details and select the features required.
- ➢ Click **[OK]** to send your document.

NOTE: *Instructions may vary depending on the application being used.*
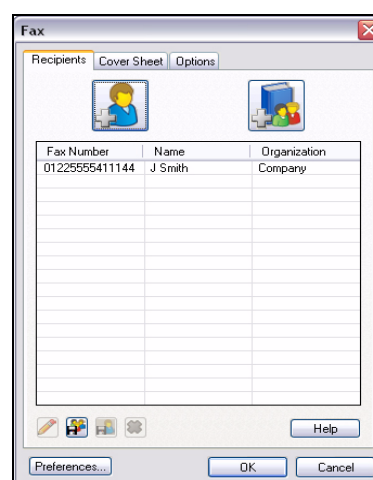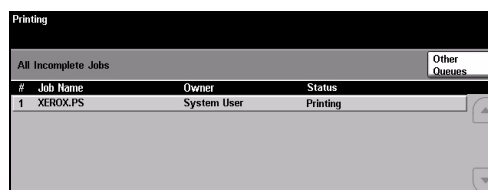
LAN fax features include...
- ➢ Creating a Phone book
- ➢ Confirmation Sheet
- ➢ Send Speed
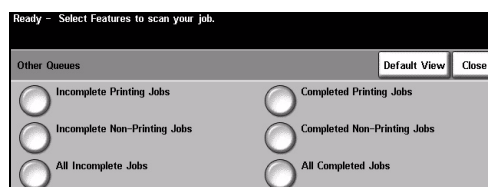- ➢ Resolution
- ➢ Send Time
- ➢ Cover sheet

Further Assistance

1 Access the Job Queue

➢ Press the **Job Status** button on the control panel. The *All Incomplete Jobs* queue displays.
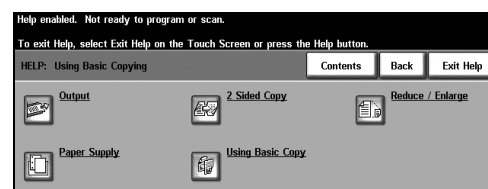
➢ Review the status of the job.

➢ Select **[Other Queues]** to access and review the other queues available.

2 Access the on-line Help

➢ ❓ Press **Help** at any time to access the on-line help screens.

➢ Messages, screen instructions and graphics provide additional information.

3 For additional Help

If you need any additional help on using your machine you can:

➢ Refer to the *Interactive User Guide CD (CD2),* contained in the CD Pack delivered with your machine.

➢ Refer to the *System Administration CD (CD1)* contained in the CD Pack delivered with your machine.

➢ Visit our *Customer Web Site* at *www.xerox.com* or contact the *Xerox Welcome and Support Centre* quoting the machine serial number.

➢ Press the **[Machine Status]** button on the control panel.

➢ Select **[Machine Details]** to display the machine serial number.

NOTE: *The serial number can also be found on a metal plate inside the front door.*
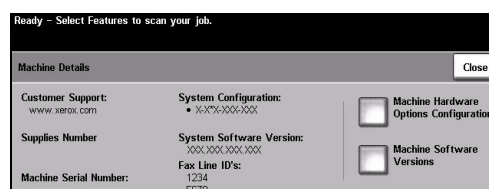
Maintenance

Consumables

Consumables are items on the machine that need replenishing or replacing, such as paper, staples, and customer replaceable units.To place an order for Xerox consumables, please contact your local Xerox Representative giving your Company Name, product number and the machine serial number.

☞ *HINT: For information about locating the serial number, please refer to "Locating the Serial Number" on page -32.*

To find out more information about each consumable please refer to the *Maintenance* section of the *Interactive User Guide CD (CD2),* contained in the CD Pack delivered with your machine.

Customer Replaceable Units

There are 5 replaceable units on the machine:

> Xerographic Module
>
> Replenisher Bottle (toner)
>
> Fuser Module and Ozone Filter
>
> Document Handler Feed Head
>
> Waste Toner bottle

The machine will display a message on the Touch Screen when any of the above need to be reordered. This message is a warning that the unit is nearing the end of its life.

Only replace the unit when a message actually instructs you to do so.

To replace a Replaceable Unit, follow the instructions on the User Interface or refer to the *Maintenance* section of the *Interactive User Guide CD (CD2),* contained in the CD Pack delivered with your machine.

⚠ **CAUTION: When replacing consumables, DO NOT remove the covers or guards that are fastened with screws. You cannot maintain or service any of the parts that are behind these covers and guards. Do NOT attempt any maintenance procedure that is NOT specifically described in the documentation supplied with your machine.**

Staple Cartridges

If your machine is equipped with a finisher you will be required to replace the staple cartridge or cartridges when the machine displays a message instructing you to do so.

To replace a staple cartridge, follow the instructions on the User Interface or refer to the *Maintenance* section of the *Interactive User Guide CD (CD2),* contained in the CD Pack delivered with your machine.

HINT: To place an order for any Xerox consumables, please contact your local Xerox Representative giving your Company Name, product number and the machine serial

number.

⚠️ **CAUTION: When replacing consumables, DO NOT remove the covers or guards that are fastened with screws. You cannot maintain or service any of the parts that are behind these covers and guards. Do NOT attempt any maintenance procedure that is NOT specifically described in the documentation supplied with your machine.**

Cleaning the Machine

⚠️ **WARNING: When cleaning the machine do NOT use organic or strong chemical solvents or aerosol cleaners. Do NOT pour fluids directly onto any area. Use supplies and cleaning materials only as directed in this documentation. Keep all cleaning materials out of the reach of children.**

⚠️ **WARNING: Do not use pressurised air-spray cleaning aids on or in this equipment. Some pressurised air-spray containers contain explosive mixtures and are not suitable for use in electrical applications. Use of such cleaners can result in a risk of explosion and fire.**

1 **Document Glass and Constant Velocity Transport Glass**

➢ Apply Xerox Cleaning Fluid or Xerox Anti-Static Cleaner, to a lint-free cloth. Liquid should never be poured directly onto the glass.

➢ Wipe clean the entire glass area.

➢ Wipe away any residue with a clean cloth or paper towel.

Constant velocity transport glass
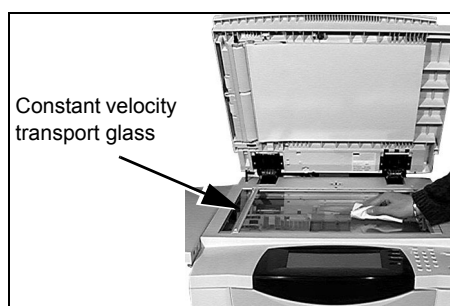
NOTE: *Spots or marks on the glass will be reproduced on the prints when copying from the document glass. Spots on the Constant Velocity Transport Glass will show up as streaks on the prints when copying from the document handler.*

2 **Touch Screen**

➢ Use a soft, lint-free cloth, lightly dampened with water.

➢ Wipe clean the entire area, including the *Touch Screen*.

➢ Remove any residue with a clean cloth or paper towel.

For more information about maintaining other areas of your machine please refer to the *Interactive User Guide CD (CD2),* contained in the CD Pack delivered with your machine.

Troubleshooting

NOTE: *For additional Troubleshooting information please refer to the Interactive User Guide CD (CD2) or the System Administration CD (CD1).*
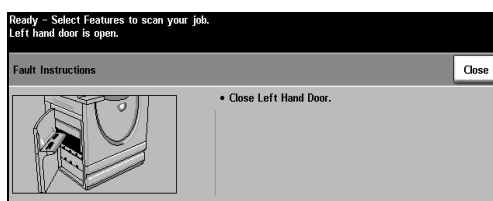
Fault Clearance

1 When a fault occurs, a fault screen displays which provides recovery instructions.

> ➢ Follow these instructions to clear the fault.

NOTE: *Any printed sheets removed will automatically be reprinted once the paper jam is cleared.*


2 Paper Jams

> ➢ The fault screen will indicate the location of the jam.

> ➢ Use the green handles and knobs indicated in the instructions displayed on the screen to remove the jammed paper.

> ➢ Ensure that all jam clearance handles and levers are returned to their correct positions. The red flashes behind the jam clearance handles and levers should not be visible.

NOTE: *Jam Clearance areas vary depending on your machine model and configuration.*

3 Document Jams

➢ Remove all the documents from the document handler and document glass as instructed.

➢ Re-order the documents as at the start of the job and reload. The documents will be recycled automatically to recover the job.
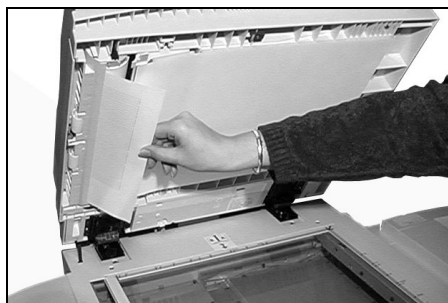
If you are unable to clear the fault, refer to the next section to contact your local *Xerox Welcome and Support Centre* for assistance.

WC5632/38/45: Call for Service or Phone Support

1-800-821-2797

Have your serial number ready. If you do not know your serial number, follow the steps below:

1. Press the [Machine Status] button on the Control Panel. The Machine Status screen will be displayed.

2. Select the [Machine Information] tab on the Touch Screen.
3. Select the [Machine Details] button. The serial number will be displayed.

   NOTE: The serial number can also be found on a plate on the machine, behind the Front Door.

To request training, please email: copierproject@bluevalleyk12.org

**Additional Information including Video and Step-by-Step guides
can be found at:**

http://www.bluevalleyk12.org/printing/copier